

Start	6MO	1YR	2YR	3YR
\$11.24	\$11.73	\$12.22	\$12.42	\$12.60



## Housekeeping/Laundry Aide

**Orchard Manor** is recruiting for a Housekeeping / Laundry Aide.

Housekeeping duties include: Clean bedrooms, bathrooms, halls, and classrooms; dusting; other related duties as the need arises.

Laundry duties include: Transport soiled linen; sort linens and personal clothing; wash, sort, and fold; load laundry carts; mend linens as necessary; assist in cleaning duties of the laundry department; other duties as assigned by Supervisor.

**Minimum Qualifications:** Prefer high school graduate or equivalent and experience in housekeeping; ability to deal effectively with residents and behavioral disruptions; able to read and write and do simple math problems; able to work a minimum of 4 hours to a maximum of 8 hours.

**Hours of Work:** Guaranteed every other weekend; may be scheduled any day of the week including holidays (non-benefit position); Housekeeping 6 a.m. to 2:30 p.m.; Laundry 5 a.m. to 1:30 p.m.

**How to Apply:** An [Orchard Manor Employment Application](#) and [job description](#) may be obtained at [www.co.grant.wi.gov](http://www.co.grant.wi.gov) or by contacting Orchard Manor Human Resources (608)723-2113. Applications will be accepted at the following address.

**Human Resources  
Orchard Manor  
8800 Hwy 61  
Lancaster WI 53813**

*This is an **Affirmative Action/Equal Employment Opportunity employer** (AA/EEO). All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*



@GrantCountyEmploymentOpportunities

## GRANT COUNTY JOB DESCRIPTION

**TITLE:** Housekeeping / Laundry Aide

**DEPARTMENT/ AGENCY:** Orchard Manor

**IMMEDIATE SUPERVISOR:** Housekeeping or Laundry Supervisor

**PAY RANGE:** Schedule 2; Grade 1

**FLSA:** Non-Exempt

### **NATURE OF WORK**

Under general supervision, the housekeeping aide provides general cleaning and disinfecting to ensure excellent environmental conditions with emphasis on health, sanitation, and safety of the nursing home. The laundry aide ensures that linens and soiled nursing home residents clothing are cleaned and germ free in a timely manner.

### **MINIMUM QUALIFICATIONS**

Education: Prefer high school graduate or equivalent

Experience: Prefer experience in housekeeping and laundry

Knowledge, Skills and Abilities:

1. Must be able to communicate effectively with residents and work with behavioral disruptions.
2. Must be able to read and do simple math problems
3. Must be able to work a minimum of 4 hours to a maximum of 8 hours

### **ESSENTIAL FUNCTIONS**

1. Resident Rooms Daily
  - a. Dust furniture, windowsills, etc.
  - b. Dust mop floor
  - c. Wet mop floor
  - d. Bathrooms
  - e. Empty wastebaskets
  - f. Check or replace toilet tissue
  - g. Check or replace paper towels
  - h. Check soap dispenser
  - i. Clean mirror and dispensers
  - j. Clean sink
  - k. Clean stool
  - l. Clean floor, on hands and knees
  - m. Disinfect areas as needed
  - n. Weekly - Move all furniture and clean thoroughly, paying special attention to mop boards, backs of furniture, lights, cubicle tracks, etc.
2. Offices Daily
  - a. Dust windowsills, pictures, chairs, tables, etc.
  - b. Empty waste baskets
  - c. Vacuum carpets or cleans floor
  - d. Arrange rooms as before
3. Duties as needed
  - a. Wash windows, walls, take down curtains, doors, clean wardrobes, & furniture, Fountains,

Handrails, Pictures, Elevators

- b. Report any necessary repairs, e.g., broken light switches, burned out light bulb
- c. Floors - waxing
- d. Any other duties as assigned by housekeeping supervisor
- e. Rubber gloves and goggles are provided for your safety

4. Laundry

- a. Plan the use of equipment so that maximum production is achieved
- b. Order supplies as needed from contracted laundry service
- c. Report any delivery or quality concerns to proper companies and administrator
- d. Distribute linens to laundry carts. Distribute personal clothes to laundry carts
- e. Check to see that all labels are legible
- f. Push carts to wing laundry rooms
- g. Take dirty linens from dirty utility to basement and prepare for pick-up

**SUPERVISION RECEIVED:** Supervised by working supervisor

**SUPERVISION EXERCISED:** None

**ENVIRONMENTAL FACTORS**

**Strength:**

- 1. Able to squat, bend, twist, kneel and crawl daily to clean rooms and furniture
- 2. Able to reach from floor to waist, waist to overhead, frequently for cleaning throughout Orchard Manor
- 3. Able to climb ladder to clean walls and ceiling
- 4. Able to lift or carry 25 to 50 lbs. to remove furniture from rooms for cleaning, without assistance
- 5. Able to push/pull up to 300 lbs.
- 6. Good manual dexterity and manipulation skills to operate floor cleaning equipment
- 7. Able to work with a variety of cleaning chemicals

**Mental skills:**

- 1. Able to read and understand English to read labels on cleaning products and use correctly
- 2. Able to articulate & understand English to communicate with supervisor and other staff members
- 3. Able to see objects close to read labels and instruction
- 4. Able to follow, complete, and remember daily job tasks, and instructions to perform cleaning duties

**CLOSING STATEMENT**

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

06/05/2015